

## DEPARTMENT OF REVENUE IDENTIFICATION BADGES

The use of identification badges is one of the security measures that the Department of Revenue has implemented to protect its employees, contractors, and visitors, and the confidentiality of the state and federal information contained therein. The identification badges shall restrict access to Department of Revenue facilities, and various areas within each facility, and to other agencies as part of the Fair Oaks Emergency Operations Plan.

The Department of Revenue Security Office is responsible for issuing the identification badges. When applicable, an approved [Building Access Authorization Form](#) shall be completed and submitted to the Department of Revenue Security Office, who will then enter the requested physical access information into the system. After the Department of Revenue Security Office has granted access they will take a picture of the employee and create an identification badge.

The various types of identification badges that are currently being used and their physical access limitations and requirements are listed below in alphabetical order.

| Badge Type                      | Description   | Areas Allowed to Access   | Is Picture Required? | Building Access Authorization Form Required |
|---------------------------------|---|---|----------------------|---|
| 1. Contractor Badge (No Escort) | Badge shall be issued to a contractor (i.e., janitorial services, Commonwealth Office of Technology, Auditor of Public Accounts) for a specified period of time. A Department of Revenue manager or supervisor responsible for the contractor must request the issuance of a Contractor Badge, with picture. The request shall also be accompanied by a memo, on company letterhead, from the contractor setting forth the need for access. The contractors must read and sign the Department of Revenue <a href="#">Acknowledgment of Confidentiality Form</a> , which is maintained on file in the Department of Revenue Security Office. | Unrestricted and restricted as approved by supervisor or manager. Badge allows contractor to escort visitors, other contractors, and vendors, without picture badges. | Yes                  | Yes   |

**DEPARTMENT OF REVENUE  
IDENTIFICATION BADGES**

| Badge Type   | Description  | Areas Allowed to Access   | Is Picture Required? | <i>Building Access Authorization Form Required?</i> |
|--|--|---|----------------------|---|
| 2. Contractor Temporary Badge<br>(No picture/No Escort Required) | <p>Badge shall be issued to a contractor or vendor on an as needed basis. A Contractor Temporary Badge, without a picture, will be issued to a contractor or vendor supplying short-term services (one day or less) to a Department of Revenue facility.</p> <p>There are currently 10 Contractor Temporary Badges. Eight of those badges are identified for use by the following vendors:</p> <ul style="list-style-type: none"> <li>• Best Access</li> <li>• Cardinal Office Supply</li> <li>• Coca Cola</li> <li>• Duplicator Sales and Service</li> <li>• Highbridge Water</li> <li>• Orkin Pest Control</li> <li>• Recycle Paper</li> <li>• Xerox</li> </ul> <p>The remaining 2 badges are unassigned and maintained by the receptionist to be used as needed.</p> <p>When vendors arrive at Department of Revenue, they report to the receptionist obtain a temporary contractor badge. The vendor then proceeds unescorted, to complete their task. When the task is completed, the vendor returns to the receptionist desk, returns the Contractor Temporary Badge, and departs the Department of Revenue facility. Should the vendor not return the badge, the receptionist should notify the Department of Revenue Security Office to deactivate the badge the following morning after all badges have been inventoried. These badges give the vendor access to all floors from 8:30-4:30.</p> | <p>Badge will allow access, from 8:30 a.m. to 4:30 p.m. A vendor without a picture badge <b>is not authorized</b> to escort anyone within Department of Revenue facilities.</p> | No                   | No  |

**DEPARTMENT OF REVENUE  
IDENTIFICATION BADGES**

| <b>Badge Type</b>                         | <b>Description</b>   | <b>Areas Allowed to Access</b>   | <b>Is Picture Required?</b> | <b><i>Building Access Authorization Form Required?</i></b> |
|---|--|--|-----------------------------|--|
| 3. Files Badge                            | Badge shall be temporarily issued to an interim (seasonal) employee working in the Central Files Section. There are currently 15 Files Badges issued to the Central Files Section which will maintain control of the Files Badges. Numbers 1 through 5 will remain active at all times. Numbers 10 through 15 are disabled until the Central Files Section informs the Department of Revenue Security Office they have an interim employee that will be using one of the badges 10 through 15. When the interim is no longer using the Files Badge, the Central Files Division will inform the Department of Revenue Security Office to disable the badge until its use is required again. | Badge will allow 7:30 am to 7:00 pm access to Division of Collections and Central Files Section areas.   | No                          | No   |
| 4. Finance Postal Services Employee Badge | Badge shall be issued to an employee of the Finance and Administration Cabinet, Postal Services Division, permanently assigned to the 200 Fair Oaks Building. The designated Department of Revenue manager or supervisor will approve the <a href="#">Building Access Authorization Form</a> , if the request for access is appropriate. The security contact person in the Finance and Administration Cabinet must complete a <a href="#">Building Access Authorization Form</a> when an employee with an assigned Finance Postal Services Employee Badge terminates employment with the Finance and Administration Cabinet or when the access is no longer required.                     | Badge will allow core hour access to the main entrance, unrestricted areas, Property and Support Branch and the 2 <sup>nd</sup> Floor of the 200 Fair Oaks building. | Yes                         | Yes  |
| 5. Fire/Police Department Badge           | Badge shall be issued and maintained in a secured location for the Fire Department personnel. The badges allow the Fire Department personnel to have full access to Department of Revenue facilities in time of emergencies. Facility Security (State Police) Badge (no picture) shall be issued and maintained by Facilities Security.  | The badge will allow Facilities Security and the Fire Department full access to Department of Revenue facilities, as necessary.                                      | No                          | No   |

**DEPARTMENT OF REVENUE  
IDENTIFICATION BADGES**

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|---|--|--|-----------------------------|---|
| 6. Department of Revenue Employee Badge           | Badge shall be issued to all Department of Revenue employees upon their first day of employment with the Department of Revenue.  | Badge will allow access to unrestricted and restricted, as approved by supervisor or manager. Badge allows employee to escort visitors, contractors, and vendors, without picture badges.  | Yes                         | Yes   |
| 7. Department of Revenue Employee Temporary Badge | The front desk receptionist shall issue an Employee Temporary Badge to Department of Revenue employees, who are unable to locate their assigned employee badge. Employees will be required to sign in and out on the Temporary Employee Badge Log located at the receptionist desk. Employees not acquainted with the receptionist will be required to show valid photo identification, such as a driver's license, before being issued a Department of Revenue Temporary Badge. | Badge allows access from 7:30 a.m. through 7:00 p.m., Monday through Friday. This badge allows access to unrestricted areas, if the employee works in any area other than the 2 <sup>nd</sup> floor of 200 Fair Oaks. The Temporary Badge issued to employees working on the 2 <sup>nd</sup> Floor will allow them to access the unrestricted and the 2 <sup>nd</sup> Floor. Badge allows employee to escort visitors, contractors, and vendors, without picture badges. There is one Federal Area Temporary Badge issued to an employee working on the 2 <sup>nd</sup> Floor that allows them core hour access to the unrestricted and restricted areas on the 2 <sup>nd</sup> Floor. | No                          | No  |
| 8. Department of Revenue Interim Employee Badge   | Badge shall be temporarily issued to interim (seasonal) employees working in the Department of Revenue. A group of pre-numbered Interim Employee Badges will be distributed to, which will maintain control of the badges. The Department of Revenue will assign each interim employee an Interim Employee Badge to be used by them while employed with Department of Revenue.   | Badge allows access to unrestricted areas during core hours.   | No                          | No<br><br>Division of Operations sends Department of Revenue Security Office an Excel spreadsheet with all Interim Employee Badges and when they need to be activated and disabled. |

**DEPARTMENT OF REVENUE  
IDENTIFICATION BADGES**

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|--|--|---|-----------------------------|---|
| 9. Other Agencies                          | Badge shall be issued to an employee of agencies in the 100 Fair Oaks building. The designated manager/supervisor shall submit an approved <a href="#">Building Access Authorization Form</a> to the Department of Department of Revenue Security Office requesting building access. The manager/supervisor must complete <a href="#">Building Access Authorization Form</a> when an employee's access is no longer required.  | Badge will allow access to 100 Fair Oaks main entry doors during core business hours and after hours, as authorized by the employee's manager/supervisor.   | Yes                         | Yes   |
| 10. Personnel Cabinet Employee Badge       | Badge shall be issued to an employee of the Personnel Cabinet permanently assigned to the 200 Fair Oaks Building. The security contact person in the Personnel Cabinet must complete a <a href="#">Building Access Authorization Form</a> when an employee with an assigned Personnel Cabinet Employee Badge terminates employment with the Personnel Cabinet or when the access is no longer required.  | Badge will allow access to the main entrance to 200 Fair Oaks for the majority of Personnel Cabinet employees. However, badge for several key persons in the Personnel Cabinet will allow access to the 3 <sup>rd</sup> Floor of 200 Fair Oaks, as a part of the Fair Oaks Emergency Operations Plan. | Yes                         | Yes   |
| 11. Property & Support Temporary Badge     | The front desk receptionist shall issue a Property & Support Temporary Badge to Finance & Administration Cabinet, Office of Administrative Services, Operations and Support Services Branch employee who are unable to locate their assigned badge. The Support Services Branch employee will be required to sign in and out on the Temporary Employee Badge Log located at the receptionist desk. Employees not acquainted with the receptionist will be required to show valid photo identification, such as a driver's license, before being issued a Property & Support Temporary Badge. | Badge allows access from 6:30 a.m. through 5:00 p.m. Monday through Friday. This badge allows access to unrestricted and restricted areas.  | No                          | No  |
| 12. Property Valuation Administrator Badge | Badge shall be issued to Property Valuation Administrators and their staff. The Property Valuation Administrators and their staff are required to sign in at the receptionist desk.  | Badge will allow access, without an escort, to 3 <sup>rd</sup> and 4th floors of 200 Fair Oaks during normal business hours.  | Yes                         | Yes   |
| 13. Property Valuation Temporary Badge     | Badge shall be issued to Property Valuation Administrators and their staff when required for temporary access. These Property Valuation Administrators and their staff are required to sign in at the receptionist desk, present picture identification, and sign his/her name and the assigned badge number on the Kentucky Department of Revenue Sign In Sheet.  | <p>Badge allows access during core business hours, Monday through Friday. This badge allows access to 3<sup>rd</sup> and 4<sup>th</sup> floors of 200 Fair Oaks without an escort.</p> <p>This badge should be turned in to the receptionist at the end of the workday.</p>                           | No                          | No  |

7. Form- 6.5.1/a (formally 13. Form 5.6/a)

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IDENTIFICATION BADGES**

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|--------------------|--|--|-----------------------------|--|
| 14. Training Badge | Badge shall be temporarily issued to visitors who require access to the Department of Revenue Training and Development Branch at 200 Fair Oaks for training sessions or meetings.  | Badge allows access from 7:30 a.m. through 5:00 p.m., Monday through Friday. Persons with this badge shall be allowed access to the Third Floor of 200 Fair Oaks to the training area only. A Training Badge does not authorize the visitor to escort anyone within the Department of Revenue facilities.            | No                          | No   |
| 15. Visitor Badge  | Badge shall be issued to visitors who require short-term access to Department of Revenue facilities. A visitor assigned this badge must sign in and out at the receptionist desk and shall be escorted at all times by a Department of Revenue employee or an authorized contractor. | Badge is only used to identify visitors, not to grant or restrict access. Visitors shall be escorted at all times by a Department of Revenue employee or and authorized contractor with a picture identification badge. A visitor <b>is not authorized</b> to escort anyone within Department of Revenue facilities. | No                          | No   |